

Career Training Institute
Presents *FREE*
Training for Early Care Practitioners in
Program Management

Choose and attend 1 or all courses from the schedule below. 4 dates are offered per course for your convenience.

Introduction to Basic Accounting Principles and QuickBooks Premier Software

Anderson ZurMuehlen & Co. CPA's

8:00 am – 12:00 pm/choose one session
1/9/08 3/12/08
5/28/08 7/30/08

Learn basic accounting principles and how to apply those principles utilizing automated accounting software.

Recordkeeping & Taxes Human Resource Management
Galusha Higgins & Galusha CPA'S
Jim Nys, Personnel Plus!

8:00 am to 12:00 pm/choose one session
1/16/08 4/24/08
5/21/08 8/1/08

Learn what records to save, what's deductible, and how to track food expenses, how to calculate time-space percentage, what can be depreciated and additional tax information will also be covered. Learn how the new minimum wage law impacts childcare facilities, workers compensation and more.

- ✓ All courses will be held at: Career Training Institute, 347 N. Last Chance Gulch, Helena Montana (406) 443-0800
- ✓ Each session is limited to 25 participants
- ✓ Each session will be repeated 4 times throughout the year. Choose and attend one date only per course

Legal & Insurance Issues
Joe Bower, Business Consultant
Western States Insurance, Consultant

8:00 am – 12:00 pm/choose one session
1/23/08 3/26/08
5/28/08 8/8/08

Learn to reduce the risks of running your childcare business. Topics may include insurance, child abuse, Americans with Disabilities Act, choosing a legal entity, and hiring the right legal and accounting firms.

Money Management & Retirement
Joe Bower, Business Consultant
Diane Wiseman, Financial Advisor

10: 00 am – 3:00 pm/choose one session
1/30/08 4/2/08
6/4/08 8/15/08

Learn how to evaluate financial considerations of hiring a helper and/or asking for a loan. Financial forecasting, controlling expenses and meeting financial goals will be covered. In addition, retirement saving and investment strategies will also be presented.



For more information contact:
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406.443.0800